



Appendix B



Certification



Notes

Effective May 1, 1993

PROFESSIONAL CERTIFICATE I (PC I)

This classification, Professional Certificate I (PC I), is valid for a minimum of three (3) years from the date of issuance. Any additional areas(s) of certification issued during the valid dates of this classification will fall under the same classification regardless of the certificate effective date. Therefore, all areas of certification under the PC I classification will have the same expiration date.

PROCESS TO UPGRADE

During the three (3) years that you hold this classification, you need to complete the following requirements before you can upgrade to a Professional Certificate II (PC II):

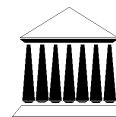
1. Complete three (3) years of Department of Elementary and Secondary Education (DESE) approved teaching experience.

Approved teaching experience includes at least half-time, contracted employment in Missouri's public schools or in accredited nonpublic schools. Experience will be accepted when earned in nonpublic schools accredited by North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Southern Association of Colleges and Schools, National Federation of Nonpublic School State Accrediting Association, Independent Schools Association of the Central States, National Lutheran School Accreditation, Committee on Accredited Schools - University of Missouri-Columbia, or Missouri Center for Voluntary Accreditation of Early Childhood Education - Stephens College, Columbia, Missouri.

Substitute teaching and serving as a teacher's aide or assistant cannot be counted toward teaching experience.

2. Develop and implement a detailed plan of professional development, approved by the employing school district.
3. Serve with a mentor during the first year of training. Your school will assign an appropriate teacher to be your mentor. A mentor is required only for first-year teachers with no experience.
4. Participate in a beginning teacher assistance program from a Missouri college or university.
5. Complete 30 clock hours of inservice education approved by and documented with employing school district.
6. Participate in the school's Performance-Based Teacher Evaluation.

It is your responsibility to complete and document that **ALL** requirements have been met to advance to the next classification, Professional Certificate II (PC II). You may request an



upgrade application to upgrade your classification from the Office of Teacher Certification (see address below) or from your central administration office. The application will be accepted for processing only within 30 days prior to the expiration date of the classification.

Teacher Certification
Post Office Box 480
Jefferson City, MO 65102-0480

If you prefer to request the upgrade form by phone, please call (573) 751-3486. This is a voice mailbox system. Please follow direction as given.

If you have not, or cannot complete all the requirements listed on the opposite side of this page before your classification expires, you should (within 30 days prior to the expiration date of your classification) choose the appropriate option listed below:

1. Send a written request asking for a one-year **EXTENSION** if you will be able to complete all the requirements within that time.

OR

2. Send a written request asking for a three-year **REISSUE** if you are unable to meet the requirements with a one-year extension. This reissue will be effective for three years from the previous Professional Certificate I's (PC I's) expiration date. You may be granted only one three-year reissue.

OR

3. If you have completed a minimum of six (6) semester hours of academic credit since your Professional Certificate I (PC I) classification was issued, send a written request asking for a three-year **REINSTATEMENT**. An official transcript verifying the additional academic credit must be included with your written request.

OR

4. Let your professional classification expire until you re-enter the teaching profession. Your expired classification may be reactivated by either of the following methods:
 - A. Complete a minimum of six (6) semester hours of academic credit within the most recent twelve (12) month period and request a three-year **REINSTATEMENT**. An official transcript verifying the additional academic credit must be included with your written request.
- OR
- B. If you are offered a teaching contract in Missouri in an area(s) of your expired Professional Certificate I (PC I) classification and you have not completed the required six (6) semester hours of recent academic credit, you and your employer can make a joint request for a two-year nonrenewable provisional certificate. The six (6) semester hours of recent academic credit would be listed as deficiencies for full certification.



Notes

Effective August 1, 2000

PROFESSIONAL CERTIFICATE II (PC II)

This classification, Professional Certificate II (PC II), is valid for a minimum of seven (7) years from the date of issuance. Any additional area(s) of certification issued during the valid dates of this classification will fall under the same classification regardless of the certificate effective date. Therefore, all areas of certification under the PC II classification will have the same expiration date.

If you choose not to complete a Master's degree, this classification may be renewed an unlimited number of times if ALL requirements listed below have been repeated within the previous seven (7) years.

PROCESS TO RENEW PROFESSIONAL CERTIFICATE II (PC II)

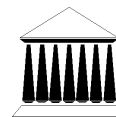
During the seven (7) years that you hold this classification, you need to complete the following requirements before you can renew the Professional Certificate II (PC II) level:

1. Complete seven (7) additional years of Department of Elementary and Secondary Education (DESE) approved teaching experience.

Approved teaching experience includes at least half-time, contracted employment in Missouri's public schools or in an accredited nonpublic school. Experience will be accepted when earned in nonpublic schools accredited by North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Western Association of Schools and Colleges, Southern Association of Colleges and Schools, National Federation of Nonpublic School State Accrediting Association, Independent Schools Association of the Central States, National Lutheran School Accreditation, Committee on Accredited Schools - University of Missouri-Columbia, or Missouri Center for Voluntary Accreditation of Early Childhood Education - Stephens College, Columbia, Missouri.

Substitute teaching and serving as a teacher's aide or assistant cannot be counted toward teaching experience.

2. Continue your established professional development plan approved by the employing school district or initiate a plan if this is your first professional classification.
3. Complete 30 clock hours of inservice education approved by the employing school district or serve as a mentor in the entry-year mentor program, the guidelines for which shall be established by the local board of education.
4. Participate in the school's Performance-Based Teacher Evaluation.
5. Earn twelve (12) semester hours of academic credit, other than internship credit appropriate to the following: 1) teaching area(s) currently held, or 2) pursuit of additional area(s) of certification, or 3) coursework which enhances teaching skills, or 4) a planned master's degree in education or in an area of certification. **EXCEPTION:**



Those who have earned a master's degree in education or in an area of certification shall be exempt from the twelve (12) semester hour requirement.

NOTE: If you have completed a master's degree in education or an area of certification, you should upgrade to a Continuous Professional Classification (CPC) if you have completed a minimum of ten (10) years of the Department of Elementary and Secondary Education (DESE) approved teaching experience and satisfied requirements 2, 3, and 4 listed above.

It is your responsibility to complete and document that ALL requirements have been met to renew the Professional Certificate II (PC II) or upgrade to the Continuous Professional Classification (CPC). You may request an upgrade application to renew or upgrade your classification from the Office of Teacher Certification (see address below) or from your central administration office. The application will be accepted for processing only within 30 days prior to the expiration date of the classification.

Teacher Certification
Post Office Box 480
Jefferson City, MO 65102-0480

If you prefer to request the upgrade form by phone, please call (573) 751-3486. This is a voice mailbox system. Please follow directions as given.

If you have not, or cannot complete all the aforementioned requirements before your classification expires, you should (within 30 days prior to the expiration date of your classification) choose the appropriate option listed below:

1. Send a written request asking for a three-year **EXTENSION** if you will be able to complete all the requirements within that time.

OR

2. If you have completed a minimum of six (6) semester hours of academic credit since your Professional Certificate II (PC II) classification was issued, send a written request asking for a seven-year **REINSTATEMENT**. An official transcript verifying the additional coursework must be included with your request.

NOTE: If you have completed a master's degree in education or an area of certification, you may have your certificate **REINSTATED** without taking an additional six (6) semester hours of academic credit.

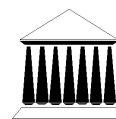
3. Let your professional classification expire until you re-enter the teaching profession. Your expired classification may be reactivated by either of the following methods:
 - A. Complete a minimum of six (6) semester hours of academic credit within the most recent twelve (12) month period and request a seven-year **REINSTATEMENT**. An official transcript verifying the additional academic credit must be included with your written request.

OR



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- B.** If you are offered a teaching contract in Missouri in an area(s) of your expired Professional Certificate (PC) classification and you have not completed the required six (6) semester hours of recent academic credit, you and your employer can make a joint request for a two-year non-renewable provisional certificate. The six (6) semester hours of recent academic credit would be listed as deficiencies for full certification.



SAMPLE
Form for Recordkeeping
PROFESSIONAL DEVELOPMENT OPTIONS/ACTIVITIES
LOG
Recertification Period: _____ TO _____

Applying Towards Recertification

Option/Activity	Location of Documentation	Dates	Clock Hours	Content & Professional Skills (No. Points)	Other Educational Issues (No. Points)



Notes



Appendix C



Show Me Standards



Notes

PERFORMANCE STANDARDS

Goal 1: Students in Missouri public schools will acquire the knowledge and skills to gather, analyze, and apply information and ideas.

Students will demonstrate within and integrate across all content areas the ability to

1. Develop questions and ideas to initiate and refine research
2. Conduct research to answer questions and evaluate information and ideas
3. Design and conduct field and laboratory investigations to study nature and society
4. Use technological tools and other resources to locate, select, and organize information
5. Comprehend and evaluate written, visual, and oral presentations
6. Discover and evaluate patterns and relationships in information, ideas, and structures
7. Evaluate the accuracy of information and the reliability of its sources
8. Organize data, information, and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
9. Identify, analyze and compare the institutions, traditions, and art forms of past and present societies
10. Apply acquired information, ideas and skills to different contexts as students, workers, citizens, and consumers

Goal 2: Students in Missouri public schools will acquire the knowledge and skills to communicate effectively within and beyond the classroom.

Students will demonstrate within and integrate across all content areas the ability to

1. Plan and make written, oral, and visual presentations for a variety of purposes and audiences
2. Review and revise communications to improve accuracy and clarity
3. Exchange information, questions, and ideas while recognizing the perspectives of others
4. Present perceptions and ideas regarding works of the arts, humanities, and sciences
5. Perform or produce works in the fine and practical arts
6. Apply communication techniques to the job search and to the workplace
7. Use technological tools to exchange information and ideas

**Goal 3: Students in Missouri public schools will acquire the knowledge and skills to recognize and solve problems.**

Students will demonstrate within and integrate across all content areas the ability to

1. Identify problems and define their scope and elements
2. Develop and apply strategies based on ways others have prevented or solved problems
3. Develop and apply strategies based on one's own experience in preventing or solving problems
4. Evaluate the processes used in recognizing and solving problems
5. Reason inductively from a set of specific facts and deductively from general premises
6. Examine problems and proposed solutions from multiple perspectives
7. Evaluate the extent to which a strategy addresses the problem
8. Assess costs, benefits, and other consequences of proposed solutions

Goal 4: Students in Missouri public schools will acquire the knowledge and skills to make decisions and act as responsible members of society.

Students will demonstrate within and integrate across all content areas the ability to

1. Explain reasoning and identify information used to support decisions
2. Understand and apply the rights and responsibilities of citizenship in Missouri and the United States
3. Analyze the duties and responsibilities of individuals in societies
4. Recognize and practice honesty and integrity in academic work and in the workplace
5. Develop, monitor, and revise plans of action to meet deadlines and accomplish goals
6. Identify tasks that require a coordinated effort and work with others to complete those tasks
7. Identify and apply practices that preserve and enhance the safety and health of self and others
8. Explore, prepare for, and seek educational and job opportunities

Missouri students must build a solid foundation of factual knowledge and basic skills in the traditional content areas. The statements listed here represent such a foundation in reading, writing, mathematics, world and American history, forms of



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government, geography, science, health/physical education, and the fine arts. This foundation of knowledge and skills should also be incorporated into courses in vocational education and practical arts. Students should acquire this knowledge base at various grade levels and through various courses of study. Each grade level

and each course sequence should build on the knowledge base that students have previously acquired.

These concepts and areas of study are indeed significant to success in school and in the workplace. However, they are neither inclusive nor are they likely to remain the same over the years. We live in an age in which “knowledge” grows at an ever-increasing rate, and our expectations for students must keep up with that expanding knowledge base.

Combining what students must know and what they must be able to do may require teachers and districts to adapt their curriculum. To assist districts in that effort, teachers from across the state participated in the development of curriculum frameworks in each of the content areas. These frameworks show how others might balance concepts and abilities for students at the elementary, middle and secondary levels. These models, however, are only resources. Missouri law assures local control of education. Each district has the authority to determine the content of its curriculum, how it will be organized and how it will be presented.

There are 40 “knowledge” standards which are listed below.

KNOWLEDGE STANDARDS

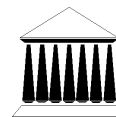
Mathematics

In Mathematics, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. Addition, subtraction, multiplication, and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace, and other situations
2. Geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes
3. Data analysis, probability, and statistics
4. Patterns and relationships within and among functions and algebraic, geometric, and trigonometric concepts
5. Mathematical systems (including real numbers, whole numbers, integers, fractions), geometry, and number theory (including primes, factors, multiples)
6. Discrete mathematics (such as graph theory, counting techniques, matrices)

Fine Arts

In Fine Arts, students in Missouri public schools will acquire a solid foundation which includes knowledge of



1. Process and techniques for the production, exhibition or performance of one or more of the visual or performed arts
2. The principles and elements of different art forms
3. The vocabulary to explain perceptions about and evaluations of works in dance, music, theater, and visual arts
4. Interrelationships of visual and performing arts and the relationships of the arts to other disciplines
5. Visual and performing arts in historical and cultural contexts

Communication Arts

In Communication Arts, students in Missouri public schools will acquire a solid foundation which includes knowledge of and proficiency in

1. Speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)
2. Reading and evaluating fiction, poetry, and drama
3. Reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)
4. Writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)
5. Comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)
6. Participating in formal and informal presentations and discussions of issues and ideas
7. Identifying and evaluating relationships between language and culture

Social Studies

In Social Studies, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. Principles expressed in documents shaping constitutional democracy in the United States
2. Continuity and change in the history of Missouri, the United States, and the world
3. Principles and processes of governance systems
4. Economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)
5. The major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment
6. Relationships of the individual and groups to institutions and cultural traditions
7. The use of tools of social science inquiry (such as surveys, statistics, maps, documents)



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Science

In Science, students in Missouri public schools will acquire a solid foundation which includes knowledge of

1. Properties and principles of matter and energy
2. Properties and principles of force and motion
3. Characteristics and interactions of living organisms
4. Changes in ecosystems and interactions of organisms with their environments
5. Processes (such as plate movement, water cycle, air flow) and interactions of earth's biosphere, atmosphere, lithosphere, and hydrosphere
6. Composition and structure of the universe and the motions of the objects within it
7. Processes of scientific inquiry (such as formulating and testing hypotheses)
8. Impact of science, technology, and human activity on resources and the environment

Health/Physical Education

In Health/Physical Education, students in Missouri public schools acquire a solid foundation which includes knowledge of

1. Structures of, functions of, and relationships among human body systems
2. Principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)
3. Diseases and methods of prevention, treatment, and control
4. Principles of movement and physical fitness
5. Methods used to assess health, reduce risk factors, and avoid high-risk behaviors